

# iDREAM...iLEARN...iWIN... FALL SUMMIT 2009

## VOLUNTEER COMMITMENT FORM

- Thank you for your assistance and participation. This form maybe completed on your computer and the fields will expand as you enter information. You may return it by e-mail, fax or postal mail.
- To ensure that our volunteers know what to do and where to go, you will need to attend the training session that will be held on November 14 at Tarrant County College North West Campus one hour before the event.

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Daytime Phone#: \_\_\_\_\_ E- mail: \_\_\_\_\_

Preferred Means of Communication:  Phone  E- Mail  Postal Mail

T-Shirt size:  XL  L  M  S

Organization/Company: \_\_\_\_\_

Other Languages Spoken: \_\_\_\_\_

**Please indicate your 1<sup>st</sup> and 2<sup>nd</sup> preferences for volunteer jobs (job descriptions included)**

Volunteer Job	1st Choice	2nd Choice
Assign me as needed	<input type="checkbox"/>	<input type="checkbox"/>
Breakfast & Lunch Set Up	<input type="checkbox"/>	<input type="checkbox"/>
Bus Drop Off & Pick Up	<input type="checkbox"/>	<input type="checkbox"/>
Campus Guide	<input type="checkbox"/>	<input type="checkbox"/>
Crowd Control	<input type="checkbox"/>	<input type="checkbox"/>
Greeter & Gift Bags	<input type="checkbox"/>	<input type="checkbox"/>
Presenter Escort	<input type="checkbox"/>	<input type="checkbox"/>
Registration	<input type="checkbox"/>	<input type="checkbox"/>
Workshop Facilitator Escort	<input type="checkbox"/>	<input type="checkbox"/>

\*Job descriptions attached

- Please return this completed form by **October 14** by email to [student.engagement@fwisd.org](mailto:student.engagement@fwisd.org) by fax (817) 871-2548 or mail to:

Student Engagement and School Completion  
 iDiLiW Fall Summit 2009  
 100 N. University 238NE  
 Fort Worth, Texas 76107

- If you have any questions about volunteering or training, please call Flor Alegria (817) 871-2391 or email [flor.alegria@fwisd.org](mailto:flor.alegria@fwisd.org)

## *Volunteer Duties for iDiLiW Summit Fall 2009*

**Breakfast & Lunch Set Up:** These volunteers will set up the food and will manage the crowd flow as participants get their food. They will make sure the serving line looks neat and stocked.

**Bus Drop Off & Pick Up:** Volunteers will help bus coordinators identify groups getting off buses and will welcome the participants to the event. At the end of the event, they will help bus coordinators identify groups to get on the buses and will thank the participants for coming.

**Campus Guides (Parking Lot):** These volunteers will identify which directions large crowds and stragglers are coming from and will direct them to the gym entrance. They will welcome participants with energy and enthusiasm.

**Crowd Control:** Volunteers will welcome participants to the Summit with enthusiasm and energy! They will also act as a guide to direct traffic or keep participants from going in the wrong direction or wandering around campus, and will assist participants in finding the building they are looking for. These volunteers will assist in the Opening Welcome session.

**Greeters:** In the morning, outside greeters will direct participants to the registration table, keep the supplies on the form tables stocked, and welcome all participants. At the end of the event, they will thank participants for coming and will direct them to exit. (Some should be bilingual).

**Onsite registration:** Volunteers will welcome participants, ask them to fill out a registration form, and select a workshop track according to their grade level. (some need to be bilingual) type in names from forms for printer & input information from registration form into database. Make sure participants pick up correct session information sheets

**Pre-Registration:** The volunteers at the pre-registration table will welcome participants and sign them in. They will also make sure they have iDiLiW bags and handouts, encourage them to have breakfast, tour the exhibits, and have a great day.

**Presenter Escorts:** The Presenter Escort will make sure that the presenter's room is set up for the workshop and will stay with the presenter for the entire time of their workshop to ensure that they have everything they need.

**Workshop Facilitator Escorts:** There will be 2 escorts per workshop. Workshop Facilitator #1 will hold up a sign with the appropriate track and lead participants to their workshop. They will also be responsible for keeping track of time and will lead the group to each workshop. Workshop Facilitator #2 will be at the back of the group to make sure there are no stragglers and will also pass out evaluations at the last session.